

## Clerical Re-Check (Service 1)

This service will include the following checks:

- that all parts of the script have been marked
- the totalling of marks
- the recording of marks

*(For multiple choice tests, only Service 1 re-checks can be requested)*

### Fees & Charges

(per exam script)

AQA: £9.70

OCR: £12

Pearson: £ TBC

WJEC: £11

### Deadline to submit

Wednesday 16<sup>th</sup> September

## Review of Marking (Service 2)

This is a post result review of the original marking to ensure that the mark scheme has been applied correctly. A marking error can occur because of:

- an administrative error
- a failure to apply the mark scheme where a task has only a 'right' or 'wrong' answer
- an unreasonable exercise of academic judgement. The awarding body will train its reviewers to conduct reviews of marking accurately and consistently.

Reviewers will not re-mark the script. They will only act to correct any errors identified in the original marking. The service is available for externally assessed components of both unitised and linear GCE and GCSE specifications.

### This service will include:

- the clerical re-checks detailed in Service 1
- a review of marking as described above

### Fees & Charges

(per exam script)

AQA: £44.85

OCR: £67.75

Pearson: £ TBC

WJEC: £45

### Deadline to submit

Wednesday 16<sup>th</sup> September

## Access to Scripts (ATS)

### ATS- Copy of script to support review of marking

This is a priority service that ensure copies of marked scripts are provided in sufficient time to allow decisions to be made whether a review of marking should be applied for.

### ATS- Copy of script to support teaching and learning

This is a non-priority service to request copies of scripts to support teaching and learning.

### Fees & Charges

Free of Charge

### Deadline to submit

Friday 1st September

### Deadline to submit

Wednesday 16<sup>th</sup> September

# POST RESULT SERVICES

## Important Information

The following information explains what may happen following a clerical re-check, a review of marking and any subsequent appeal.

If your school submits a request for a clerical re-check or a review of the original marking, and then a subsequent appeal, for one of your examinations after your subject grade has been issued, there are three possible outcomes:

- Your original mark is lowered, so your final grade may be lower than the original grade you received
- Your original mark is confirmed as correct, so there is no change to your grade
- Your original mark is raised, so your final grade may be higher than the original grade you received

## How to Submit a Post Result Service Request

1. Candidate to complete and submit a *Post Result Service Request, Consent & Payment form* (available on the [school website](#) or from the exams officer) to the exams officer by the deadline stated. Please submit requests and payment to the school office, for the attention of Miss Hickey.  
**Please note, consent must be signed by the candidate, not a parent.**
2. Service fee must be paid by the deadline before any request can be processed. This can be paid via cash or cheque (cheques payable to 'Saint Martin's Catholic Academy'). If you have a sibling at the school, a parent pay payment can be set up on request.  
**Please note, fee is per exam script, not per qualification.**
3. Once consent and payment are received, the exam officer will submit the application to the awarding body on the behalf of the candidate.
4. The awarding body will inform the exams officer of the outcome.
5. The exams officer will communicate the awarding body's outcome with the candidate and subject department. Please ensure the email provided is not the candidate's school email, as you will no longer have access to this account.